

DATE: January 24, 2012

TO: City Clerk

FROM: Mayor John F. Cook

ADDRESS 2 Civic Center Plaza TELEPHONE 915-541-4145

Please place the following item on the (Check one): CONSENT XXX REGULAR _____

Agenda for the Council Meeting of January 31, 2012

Item should read as follows: Re-appointment of Xavier J. Saenz to the Revolving Loan Fund Board by Mayor John F. Cook.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Revolving Loan Fund Board

NOMINATED BY: John F. Cook DISTRICT: Mayor

NAME OF APPOINTEE Xavier J. Saenz
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

E-mail: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Xavier J. Saenz

EXPIRATION DATE OF INCUMBENT: 04/26/2011

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X
RESIGNED _____
REMOVED _____

CITY COUNCIL APPROVAL DATE: 01/31/2012

TERM BEGINS ON : 04/27/2011

EXPIRATION DATE OF NEW APPOINTEE: 04/26/2013

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: _____
3rd TERM: X
UNEXPIRED TERM: _____

RESUME

Xavier J. Saenz

Objective

Own a business with a professional work environment that fosters the growth of leadership skills and business potential that I possess and to broaden my background experience in today's highly competitive technological business world.

April 2005 - Present

MRI Enterprises, LLC

El Paso, Texas 79925

President and Owner

Duties: Responsible for growing the Company in three main product industries; Medical Supply and Equipment, Material Handling, and in Personal Protection Equipment. Strived and implemented business strategies to acquire and maintain new accounts in all three industries. Daily Tasks include cold calling, providing quotes, follow up on leads and providing feedback on the quality of the referrals, updating sales reports, processing sales, weekly communication regarding field activities, work closely with our vendors and maintaining our employee relations with all our vendors and customers. Helped in developing new products and inventions for Department of Energy and other similar industries and now implementing plans for international growth. Guarded dearly the "Credit Status" of our company in order to facilitate future growth and endless opportunity with manufacturers and vendors for product availability as needed for future growth and diversity. Attend Community Events, Business Expo's, Chamber of Commerce Events, Small Business Conferences. Became Board Member of City's Revolving Loan Fund Board for providing other small business financial assistance.

Experience

April 1989 to April 2005

Xavier J. Saenz dba The MRI Company

El Paso, Texas

Business Owner and Manager

Duties: Provided and built a basis for my company and selected products and or services which would provide an income and a platform for growth of a company that could in the future provide a steady income and employment for my local community. Built superior customer service, implemented a plan for all customer related orders with no mistake format, maintained and kept updated product list, implemented inventory and adjustment quarterly plan, implemented update products with price changes using a new procedure, meet with vendors, supervise 4 employees, cross-train other associates on commission basis only, increase sales by cross selling products, constantly looking and developing new government customers and always expanding into new profitable product lines.

February 1985 to March 1989
Southwest Import and Export, Inc.
El Paso, Texas

Inside and Outside Sales Manager/Partner

Duties: Generate and implement marketing tactics to acquire new customers and maintain competitiveness to secure constant new accounts, mailed proper product offer kits, cold calling, aggressive outside selling, collected on new accounts, maintained and submitted a weekly log of new accounts and visited with clients on a weekly basis. Bought and sold any product that customers were looking for or requiring both national and international accounts.

November 1980 to February 1985
El Paso Pipe and Supply, Inc.
El Paso, Texas

HVAC Department Manager

Duties: Responsible for the training and supervision of 3 employees in the HVAC department, perform daily audits on customer work orders processed by subordinates, responsible for cash office procedures, trusted with the security and access of the store, assist in cross selling products and services to our customers, stock new inventory as per customer requirements, merchandising, obtaining and entering work orders into our system, and continuous training on new product and existing product upgrades, developing new business growth strategies and developing new Public Relations with existing and new customers.

Education

Spring 1975 to Fall 1979
University of Texas at El Paso
El Paso, Texas
Degree: Business Administration

Spring 1972 to Fall 1974
El Paso Community College
Associate Degree in Business

1965-1969
El Paso High School
El Paso, Texas